

# REGISTERING IN TAP

## TAXPAYER ACCESS POINT (TAP)

**(Registration is a one-time occurrence for you to access TAP)**  
**If you are an existing user there is no need to register again.**

Go to the TAP website at [https://tap.dor.mt.gov/\\_/#1](https://tap.dor.mt.gov/_/#1)

(you can add this website to your favorites)

Now at the "TAP" Website

Click "Liquor"

### Welcome to Taxpayer Access Point (TAP)

Welcome to the Montana Department of Revenue's  
Online Services including Free Filing

Use these services to quickly and easily file returns, make payments, access your account online and conduct other common transactions with the Department of Revenue.

Individual

Business

Unclaimed Property

Liquor

Click "Sign Up Now"

[Give us your feedback](#)

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## Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

### TAP Services

Login REQUIRED

Login

Sign up Now!

### Other Services

Vendor Calculator

Vendor Calculator - Up

License Search

Server Training Submit

Server Training Search

**Login Services Include:**

- *Make and view payments*
- *Request name and address changes*
- *File & Pay Liquor License Renewals*
- *File requests for license changes, alterations, non-use status*
- *File catering reports & wholesale agreements*
- *File, view & amend beer, wine & hard cider tax returns*
- *View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)*
- *Online ordering (Agency Liquor Stores only)*
- *Access product reports*

After Clicking "Sign up Now" You will see this screen. Click on "Select Account Type"

**Sign up for TAP access**

Step 1: [Select Account Type](#)

In this screen select “Beer” as your account type from the drop down menu on “Select your Account Type” and Press “Ok”

After Selecting “Ok” you will now click on “Business Account Registration.”

Sign up for TAP access

Step 1: **Select Account Type**

Account Type: Wine Tax

**Step 2: Business Account Registration**

<< Needs Correction

On This Screen you will be asked for your Account ID and Zip code. If you do not know your Account ID please contact me at 1-406-444-2909 or [CheneyGianarelli@mt.gov](mailto:CheneyGianarelli@mt.gov) and I will be able to help you with your account Id. After Filling out the appropriate information press “Ok”

Enter “Profile Information”

Enter the information needed in each “Required” field in the “Profile Information Section”. The “User ID” must be six or more characters for logging in. The “User ID” and “Password” fields are case sensitive.

If you would like your initial “Authorization Code” text messaged to you, please fill out the information in the green boxes at the bottom of the page. This will allow you to access your account information if you are not at the store (i.e. account’s office).

Click Ok

Profile Information:

Your Name

Email Address

Confirm Email Address

Contact Phone

Alternate Phone

Login Information:

Username

Password

Confirm Password

Secret Question: The secret question and answer will be used to reset your password if you forget it

Secret Question

Secret Answer

Optional: If you would like your initial Authorization Code text messaged to you, please fill out the information below. Note: Standard Text Messaging rates will apply.

Choose your cellular service provider:

Phone Number Receiving Text Message

OK Cancel

## IMPORTANT:

Please remember your User Id (Username) and Password so you can access your TAP account in the future

After you have completed all the registration steps press "Submit."

### Sign up for TAP access

#### Step 1: Select Account Type

Account Type: Wine Tax

#### Step 2: Business Account Registration

Account ID: [REDACTED]-005-WIT

#### Step 3: Profile Information

Name: Cheney Gianarelli

Email Address: CheneyGianarelli@mt.gov

Username: Test#1

#### Step 4: << Click the 'Submit' button to complete registration.

Once you click on "Submit" you will get the below Confirmation.

Click Ok. This will take you to the TAP sign on screen.

Give us your feedback

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- Toggle Log

Navigation

- Home
- Request

Ok

**CONFIRMATION**

Thank you for signing up for Taxpayer Access Point. Your confirmation number is 0-1-152.

You should receive an e-mail confirmation shortly with your authorization code. The authorization code is needed the first time you login.

Now go to your email. You will receive an authorization code in your email (i.e. LW653P). You will need this code for your **first login** to enter TAP. Copy authorization code from your email and paste it into TAP under authorization code. Type your username and password.

**Remember you only have to register one time and use your authorization code one time.**

**Once you are registered, you don't have to worry about registering again.**

EMAIL You Will Receive:

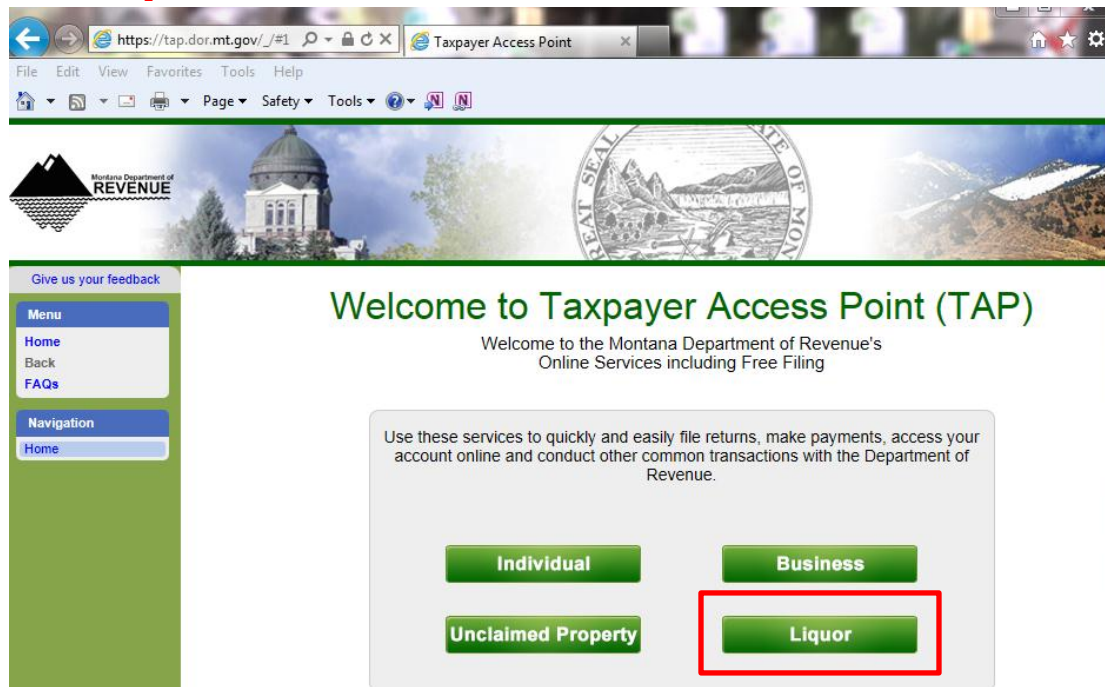
DoNotReply.TAP@mt.gov

Thank you for signing up to use Montana Department of Revenue's online services, Taxpayer Access Point (TAP). TAP is a service that allows you to view and manage your accounts with the Montana Department of Revenue online. The first time you log in, the **authorization code LW653P**, will be required. Your User ID is \_\_\_\_\_.

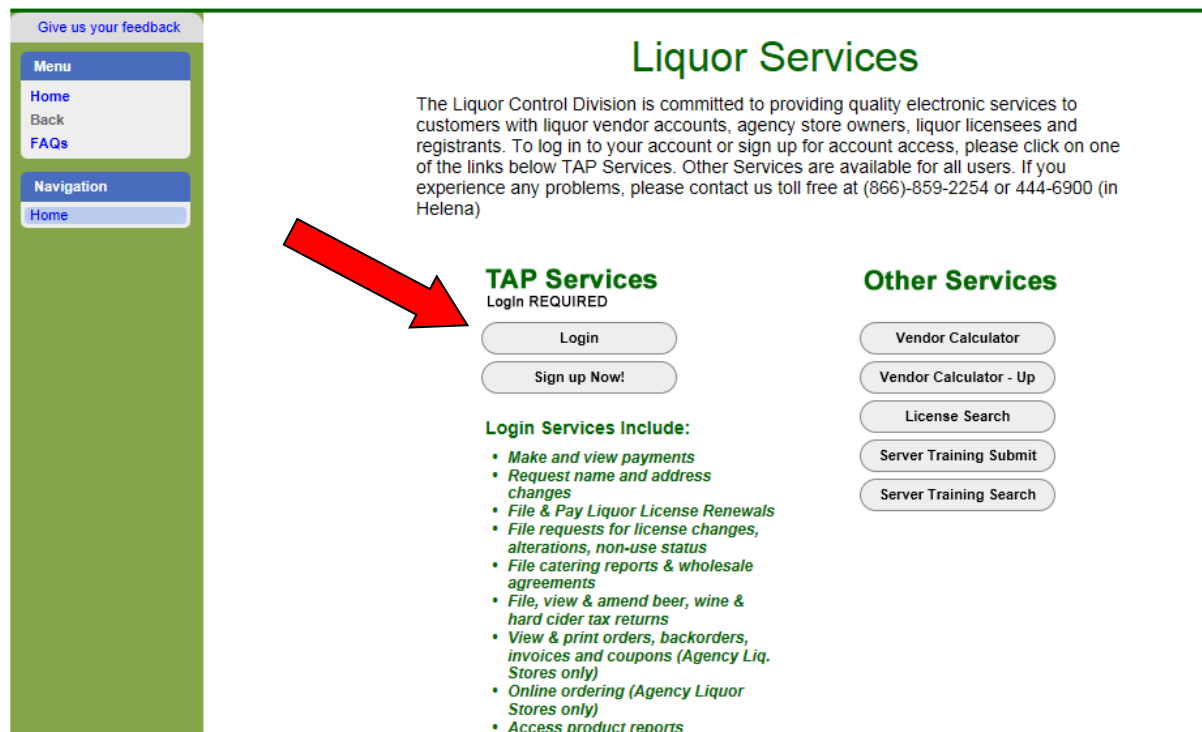
If you need help logging in, please contact us toll free at (866) 859-2254 (in Helena 444-6900) between the hours of 8am and 5pm, Monday through Friday.

[Click here to login to TAP](#)

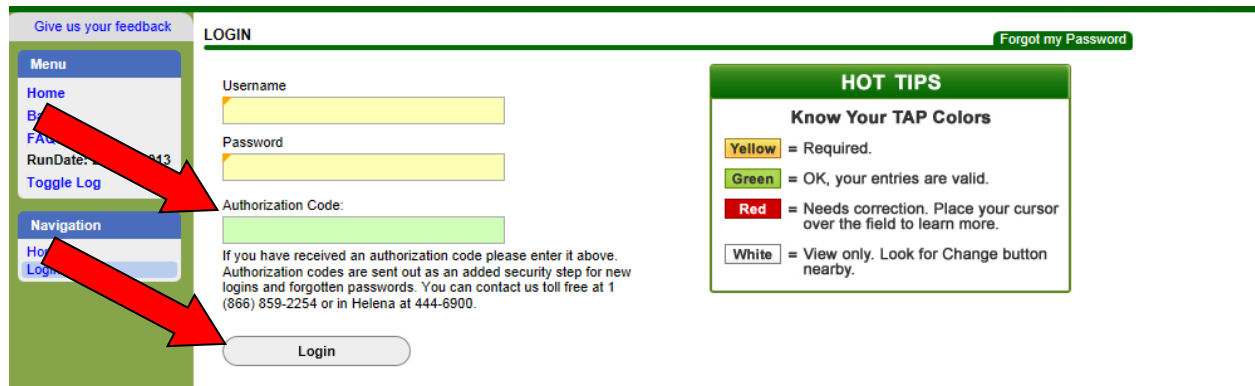
Click "Liquor"



Click "Login"



Type your **Username**, **Password** and paste your **Authorization Code** in the below fields.  
Click **“Login”**.



The screenshot shows a web application interface with a green header and a left sidebar. The main content area is titled "LOGIN". It contains three input fields: "Username" (yellow), "Password" (yellow), and "Authorization Code" (green). Below these fields is a "Login" button. A "Forgot my Password" link is in the top right. A "HOT TIPS" box on the right explains the color coding for the fields. Two red arrows point from the left sidebar to the "Username" and "Password" fields.

Give us your feedback

Menu

Home

By

FAQ

RunDate: 10/1/2013

Toggle Log

Navigation

Home

Login

LOGIN

Username

Password

Authorization Code:

If you have received an authorization code please enter it above. Authorization codes are sent out as an added security step for new logins and forgotten passwords. You can contact us toll free at 1 (866) 859-2254 or in Helena at 444-6900.

Login

Forgot my Password

**HOT TIPS**

**Know Your TAP Colors**

**Yellow** = Required.

**Green** = OK, your entries are valid.

**Red** = Needs correction. Place your cursor over the field to learn more.

**White** = View only. Look for Change button nearby.